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**From:** Stevenson, Allan (DPH)  
**Sent:** Monday, November 07, 2005 10:47 AM  
**To:** Salem, Sharon (DPH); Hanchett, James (DPH)  
**Subject:** FW: Travel Form Reminder

We have new forms for travel reimbursement. We will use form 3 for BU 9 (MOSES). I am going to save this in the forms directory on the computer in N251A. Our Account Number for the State Lab is 4516-1000.

Cam

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**From:** Kurtis, Gerald (DPH)  
**Sent:** Friday, November 04, 2005 4:38 PM  
**To:** Stevenson, Allan (DPH)  
**Subject:** FW: Travel Form Reminder

Allan,

I am forwarding to you the new travel voucher you and anyone else who travels should be using.

Thanks

-----Original Message-----

**From:** Hyde, Marla (DPH)  
**Sent:** Friday, November 04, 2005 2:50 PM  
**To:** Kurtis, Gerald (DPH)  
**Subject:** RE: Travel Form Reminder

Hi Gerry,

Here you go. I've cut and pasted from my September 30 email here and referenced 8 and 10 on form 3 description, but not on the Form. If you need anything else, please let me know.

There are 4 Travel Reimbursement Forms available on Healthnet. Please note that some changes have been made.

- Form 1 is for Hospital and Lab Employees. Please make sure that you **ADD** the employees **Unit Code** (State and/or Federal) next to the Employee id to help aid in EPPA processing.
- Form 2 is for Management Employees. **AND Contractors and Consultants ONLY**. Please make sure that you **ADD** the employees **Unit Code** (State and/or Federal) next to the Bargaining Unit to help aid in EPPA processing. The "date prepared" field **must be edited** from May 2, 05 to the current date you are preparing the Form. Also, please note the Form has the current rate of .40/mile calculation on it, this rate is effective **09/12/05** for Contractors and Consultants and **10/01/05** for Management, so the field **must be edited** with the .30/mile until such dates.
- Form 3 is for New Non Management Employees. **FOR BU's: 1, 2, 3, 4A, 6, 8, 9 and 10 ONLY**. Please make sure that you **ADD** the employees **Unit Code** (State and/or Federal) next to the Bargaining Unit to help aid in EPPA processing. The "date prepared" field **must be edited** from May 1, 05 to the current date you are preparing the Form. Also, please note the Form has the current rate of .40/mile calculation on it, this rate is effective **09/12/05**, so the field **must be edited** with the .30/mile if you are preparing the form for prior Travel Dates.
- Form 4 is for Non-Management Employees. **FOR BU's: 7 ONLY**. Please make sure that you **ADD** the employees **Unit Code** (State and/or Federal) next to the Bargaining Unit to help aid in EPPA processing. The "date

prepared" field **must be edited** from May 2, 05 to the current date you are preparing the Form. Also, please note the Form has the current rate of .28/mile calculation on it.

Marla S. Hyde, Supervisor-Employee Reimbursement Unit  
Department of Public Health  
250 Washington Street, 8th Fl  
Boston, MA 02108  
617-624-5830  
617-624-5850 (fax)  
email:marla.hyde@dph.state.ma.us

-----Original Message-----

**From:** Kurtis, Gerald (DPH)  
**Sent:** Friday, November 04, 2005 2:41 PM  
**To:** Hyde, Marla (DPH)  
**Subject:** RE: Travel Form Reminder

Marla,

Sorry to bother you. Could you please send the links again for the new travel forms dated 9/30/05.

Thanks

-----Original Message-----

**From:** Hyde, Marla (DPH)  
**Sent:** Friday, November 04, 2005 2:08 PM  
**To:** Kurtis, Gerald (DPH)  
**Subject:** RE: Travel Form Reminder

Hi Gerry,

There are no changes to the summary travel sheet you submit. What I stated below does apply to the forms you receive to make the summary sheet though. No word yet on parking and tolls. I was hoping to hear something today on it, but will relay as soon as I find out.

Marla S. Hyde, Supervisor-Employee Reimbursement Unit  
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email:marla.hyde@dph.state.ma.us

-----Original Message-----

**From:** Kurtis, Gerald (DPH)  
**Sent:** Friday, November 04, 2005 1:49 PM  
**To:** Hyde, Marla (DPH)  
**Subject:** RE: Travel Form Reminder

Marla,

I take it that there will be no changes in the travel summary sheet I fax to you from the lab. I will continue to attach each individual travel form to the original travel sheet and keep it as backup. By the way, has there been any information about paying for parking and tolls? Thanks

-----Original Message-----

**From:** Hyde, Marla (DPH)  
**Sent:** Friday, November 04, 2005 1:34 PM  
**To:** Urena, Aura (DPH); Agan, Donna (DPH); Anderson, William (DPH); Andrew, Beverly (DPH); Arentz, Chris (DPH); Bain, Ian (DPH); Barry, Patricia (DPH); Beacham, Karyn (DPH); Butt, Ellen M (DPH); Cabral,

Randal (DPH); Calvagna, Patricia (DPH); Campbell, Lucian (DPH); Cash, Steve (DPH); Chapman-Greene, Lutricia (DPH); Chodor, Debra (DPH); Cleghorn, Maria (DPH); Clemons, Cyndi (DPH); Coleman, Carol (DPH); Conley, Diane (DPH); Consolo, Carolyn (DPH); Davis, Pam (DPH); Dinkins, Debra (DPH); DiPalma, Maureen (DPH); Doan, Tuyet (DPH); Doherty, Betty (DPH); Donovan, Mike (DPH); Drinkwater, Justine (DPH); Faiella, Sheila (DPH); Farina, Irene (DPH); Gabour, Rhonda (DPH); Gaffey, Joanne (DPH); Gangemi, Mary-Ann (DPH); Goode, Princess (DPH); Guilfoyle, Jane (DPH); Hawthorne, Dean D (DPH); Hilton, Joyce (DPH); Hudson, Merrill (DPH); Jose, Maricel (DPH); Kerrigan, Paul (DPH); Kurtis, Gerald (DPH); Lespasio, Linda (DPH); McLaughlin, Maryellen (DPH); Nagle, Austin (DPH); Nguyen, Elizabeth (DPH); Nosov, Svetlana (DPH); Pinette, Cathy (DPH); Pistone, Christina (DPH); Porter, Sharon (DPH); Power, Joyce (DPH); Prendergast, Tom (DPH); Reeves, Vickie (DPH); Robinson, Richard (DPH); Ryan, Robert (DPH); Saia-Houlihan, Barbara (DPH); Scott, Sadie M (DPH); Small, Linda (DPH); Stanton, Louann (DPH); Sweet, Sharon (DPH); Sweetnam, Libby (DPH); Tallman, Derrick (DPH)  
**Cc:** Bramante, Domenic (DPH); McCue, Terry (DPH); Mitrano, Rosemarie (DPH); Chan, Cynthia (DPH)  
**Subject:** Travel Form Reminder

Hi everyone,

I just wanted to send a reminder that for audit purposes, everyone should now be using the new Forms that were sent out with my prior email of September 30. Accounting is still receiving many travel reimbursements on the outdated Forms. The new Forms require securing the proper signatures and it has been noticed that several travel reimbursements have been received without them. The Form should be filled out and signed by the traveler. The traveler must then have his/her supervisor sign the Form. The Form must then be signed by the **Approving Authority** at your location. An Approving Authority is someone who has been approved by the Accounting Office to sign off on encumbrances and payments. Therefore, an Approving Authority Signature can also be the supervisor's signature, if the supervisor has this level of approval. The Travel Form should then be forwarded to the Coordinator for review. They must print their name on the bottom left of the voucher. The Form should then be submitted to Accounting.

The Travel Forms should be submitted in a separate package from PV's that are sent to the Accounting Department. The package should state, "Travel Reimbursement Unit," on it. Our drop off box is located at the Receptionist desk. Units 8 and 10 can use the New Non-Management Employee Reimbursement Form, even though their Unit is not referenced on the Form. Please adjust the Unit accordingly. Again, please start to use the new Forms effective immediately. If anyone needs the Form links, please let me know and I will send them to you again.

Thank you,

Marla S. Hyde, Supervisor-Employee Reimbursement Unit  
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